16 NOT ON FY REPT | SECRET | Put on Request Q

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160011-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. SRB 048

1. TITLE OF REPORT (If a fill-in report include Form No.)
CHARACTERISTICS OF ON DUTY PROFESSIONAL STAFF PERSONNEL

2. TYPE OF REPORT: ✓ STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): QUARTERLY

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): FORM

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (include lowest level contributing information to report): OP/CD/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): 227 ABCD

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		7.5		31.57		4		126.28

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 126.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Request by the Ex. Dir. Compt. beginning in 1966.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
✓ RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS —; DOLLARS —

15. DATE OF INVENTORY: 10-8-70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1

STAT

SECRET (Classification)

FORM 112 (22-36-43)

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160011-8